TEXAS A&M
HEALTH SCIENCE CENTER
COLLEGE OF MEDICINE

PROGRESS IQ Student Guidebook

Office of Evaluation and Assessment
August 2023
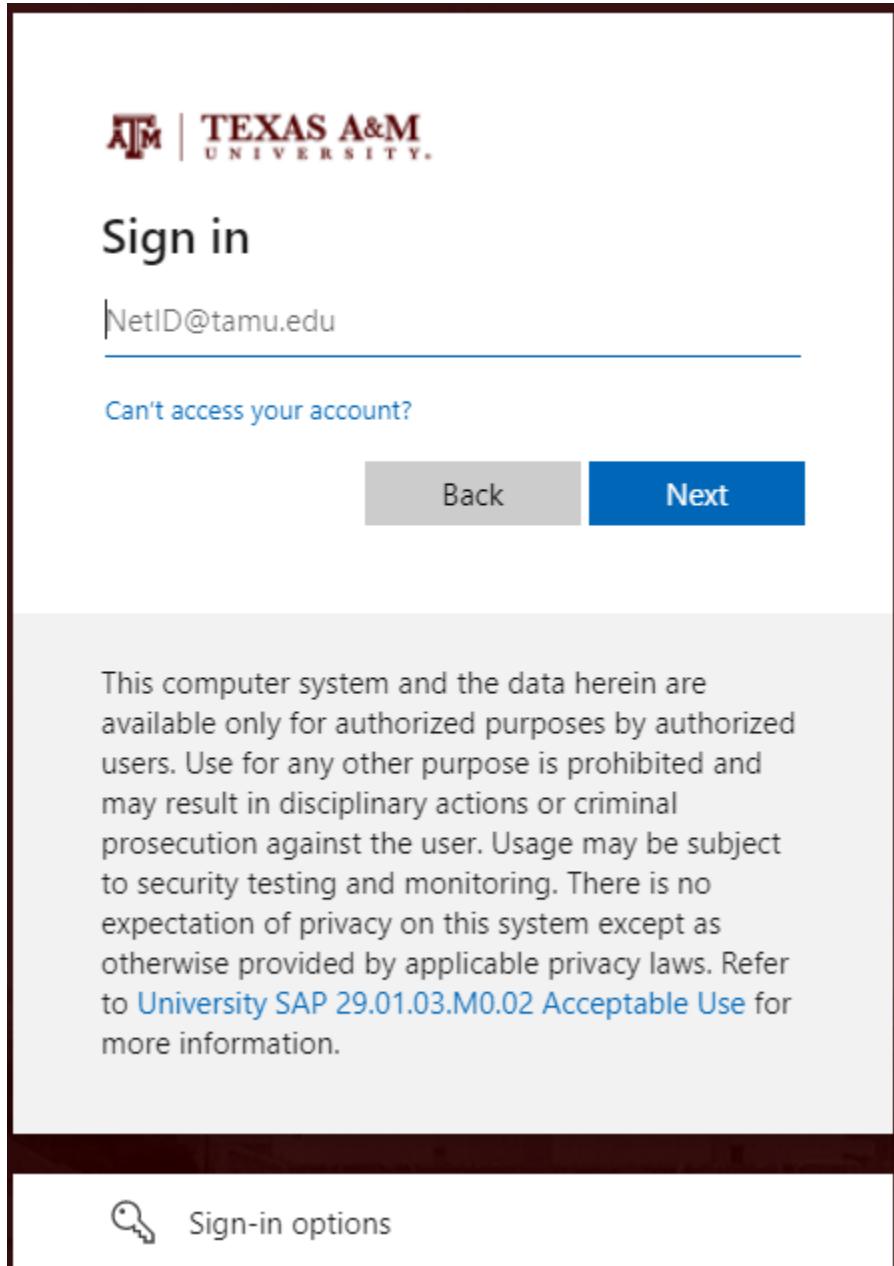
Contents

Introduction

Welcome to **Progress IQ**! This user guidebook will help you understand how to navigate and interact with this software to track your academic progress throughout your student career with Texas A&M College of Medicine. You can get started at:

https://tamhsc.progressiq.com/

Login

You will need to sign in with your NETID

Home/Announcements Page
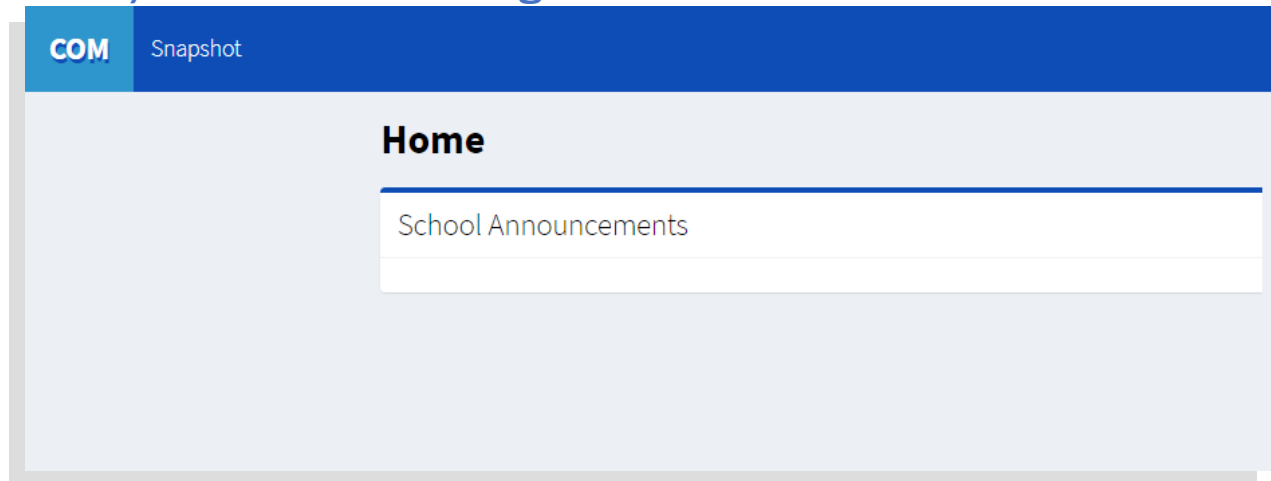
Upon logging in to **Progress IQ**, you will be greeted with the announcement page. All announcements are listed in reverse chronological order with the most recent announcement listed first.

Student Snapshot

Let's go ahead and visit your student snapshot.
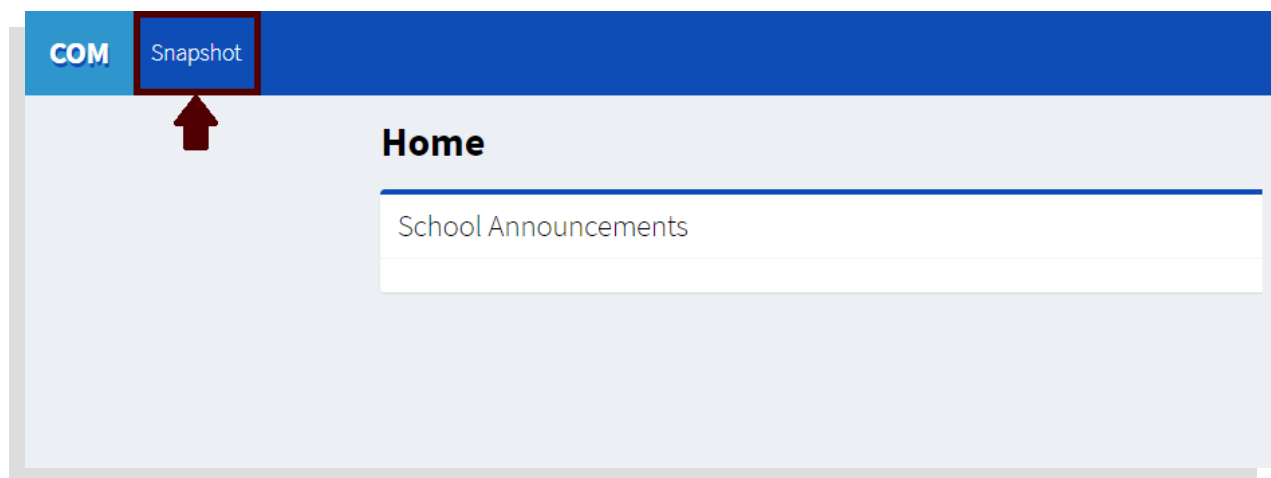
Student Snapshot (Cont.)

Here you will find your go-to page to keep track of all of your course grades in one place. As you progress through medical school, more drop-down bins will appear (e.g., "Semester 2", "Semester 3", etc.) in reverse chronological order with the most current courses listed first.

Semester View

Focusing on a semester, you will find that your final letter and number grades are displayed for each course as they are completed. From here, you have a couple of options.

When you open up a course in the Clerkship block, you will see a tab for grades and evaluations.

Course Details

Semester 1

Name	Grade
Foundations of Medicine I	P

Course Details

FOM I
ID: MEID605

Current Course Leaders:

- Diane Chico
- Thomas Peterson

Credits: 5

Content: Basic principles of Histology and Physiology of human organ systems in an integrated fashion, understanding of how organ structure and function of the human body interrelate; core knowledge provides a foundation for examining the pathophysiologic basis of human disease. The Foundations of Medicine I (FOM I) block integrates material in Histology (microanatomy) and Physiology related to the structure and functional organization of tissues and organ systems while at the same time achieving a comprehensive understanding of the normal physiology of these systems Students will gain an understanding of normal development, structure and function, and begin to develop an appreciation of the breadth of knowledge required to successfully distinguish and recognize the impact of disease, dysfunction, congenital malformation, and trauma.

Clicking on the **question mark** beside any course will open a pop-up screen of that course's course details. Here you will find the course directors, the number of credits, and the course description for a given course.

Course Scores

Semester 1			—
Name	**Grade**	**Percent**	
⑦ Foundations of Medicine I	P	79	

Course Scores

FOM I (MEID605)
Academic Year:

Radar Graph

Item	Score	Average	Possible	
Course Grade	P	P	FPH	
Course Percent	79	79.08	100	Graph
FOM I Remediation Exam	N/A		100	
Exam 1 Total - 28%	85	83.14	100	Graph
Exam 2 Total - 29%	70	75.76	100	Graph
Exam 3 Total - 31%	77	79.41	100	Graph

Clicking on a **course** will open a pop-up screen of your course scores for that particular course. Here you can view your scores on each individual assessment. Furthermore, you are also able to view the average final grade and average score for each individual assessment within your class.

You will also notice other means with which you can use **Progress IQ** to track your progress relative to your peers:

Radar Graph

Course Scores

FOM I (MEID605)
Academic Year:

Radar Graph

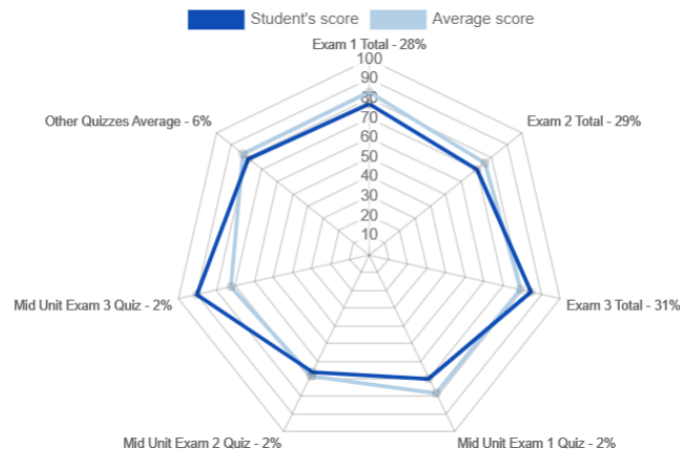| Item |
|------|
| Course Grade |
| Course Percent |
| FOM I Remediatio... |
| Exam 1 Total - 28%... |
| Exam 2 Total - 29%... |
| Exam 3 Total - 31%... |

Student scores vs. class averages

FOM I (MEID605)
Academic Year:

Clicking on "Radar Graph" will open your radar graph pop-up screen for a particular course.

➢ The **dark blue line** indicates your score on an assessment.
➢ This can be compared to the **light blue line**, which indicates the average score on an assessment within your class.

This is an easy way to visualize the information that is already present in the course scores view.

Bar Graph

Course Scores

Scores for: Course Percent
FOM I (MEID605)
Academic Year:

Average Score: 79.12
Student score: 76
Standard Deviation: 7.8

FOM I (MEID605)
Academic Year:

Radar Graph

Item
Course Grade
Course Percent
FOM I Remediat...
Exam 1 Total - 28
Exam 2 Total - 29
Exam 3 Total - 31

Graph
Graph
Graph
Graph
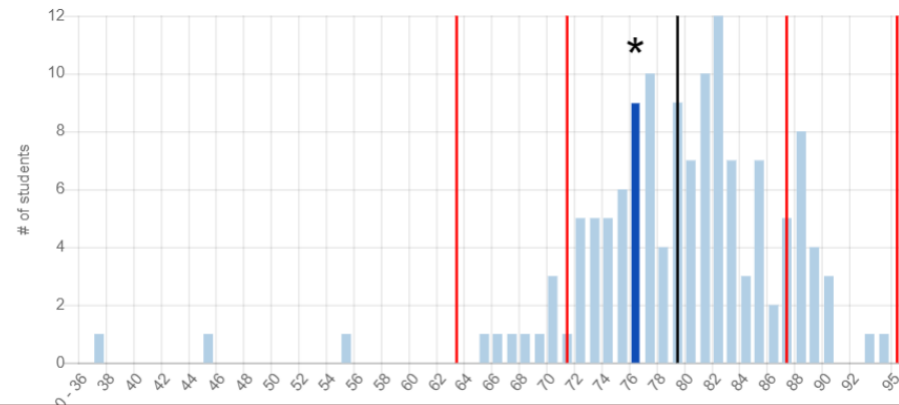
Clicking on "Graph" will open the bar graph pop-up screen for a course's final grade or an assessment within a course within your class.

➢ The **darkened blue bar** with a **star** above it indicates which bar your score resides in. Your score is also reported next to "**Student Score**" in blue.
➢ The **black vertical line** indicates the mean score, and corresponds with the value next to "**Average Score**" in black.
➢ The **red vertical lines** indicate the first and second standard deviations above and below the mean, whose sequential distances from the mean correspond to the value next to "**Standard Deviation**" in red.

Dashboard/Tools

Let's scroll down to the bottom of your student snapshot where you will find the Dashboard/Tools box.

General   Personal   Rank

Group(s)
M1 Campus: Bryan

Status
Active /

Matriculation Date

Dashboard/Tools

|	
Notes	National Exam
OSCE	File Manager
Alert Log	Messages
Preadmission	

There are several important functions here: **File Manager**, **Alert Log**, **Messages**, **Notes**, **OSCE**, and **National Exam.**

File Manager
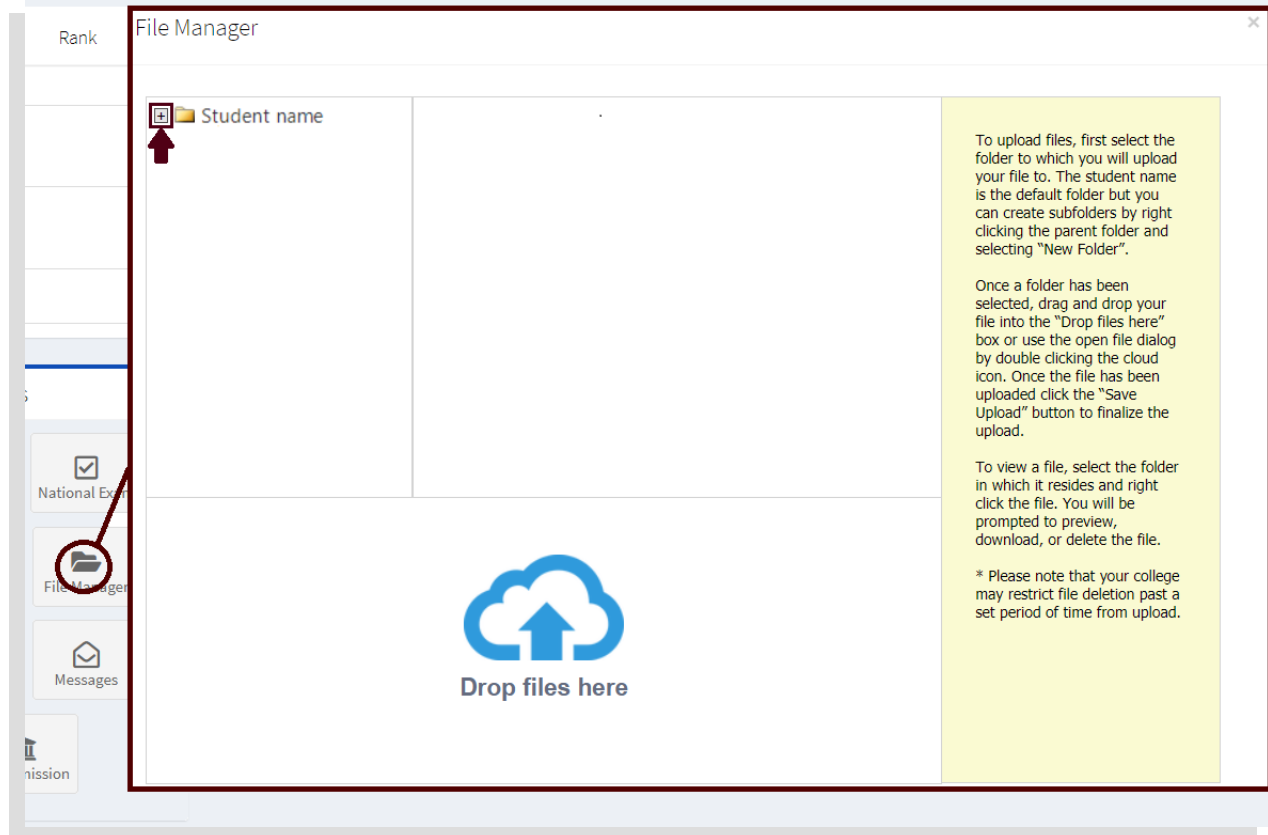
Clicking on "**File Manager**" will open your file manager pop-up screen. In addition to yourself, faculty and staff can use this space to upload files and documents including PDF's, JPEG's, audio files, and word documents. "Drill down" to your subfolders using the "**+**" buttons.
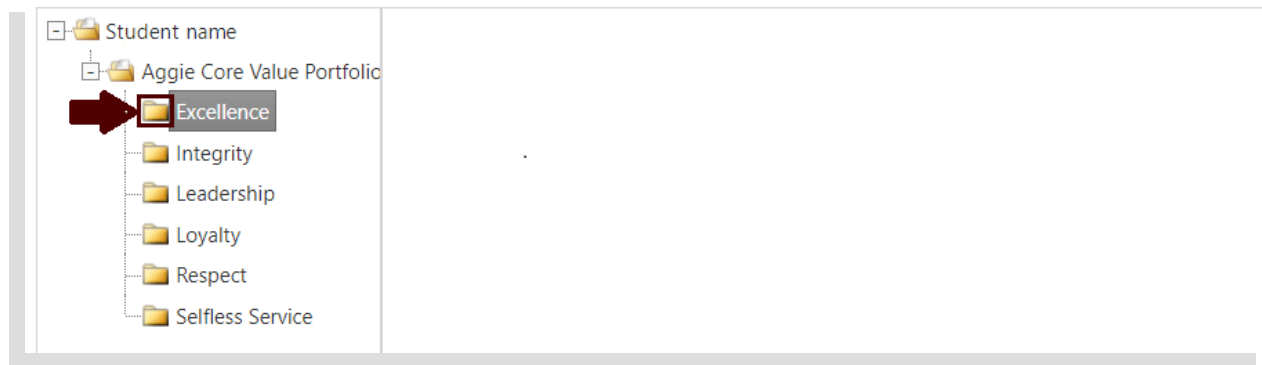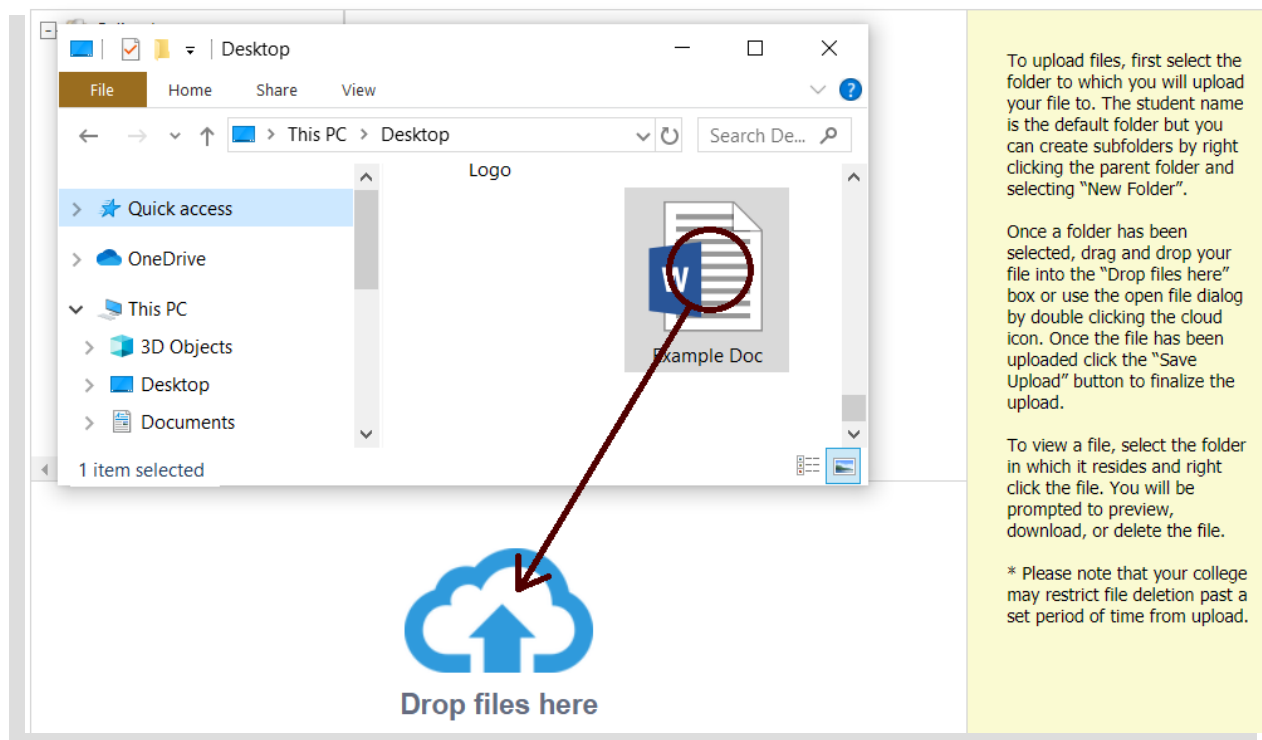
Aggie Core Value Portfolio
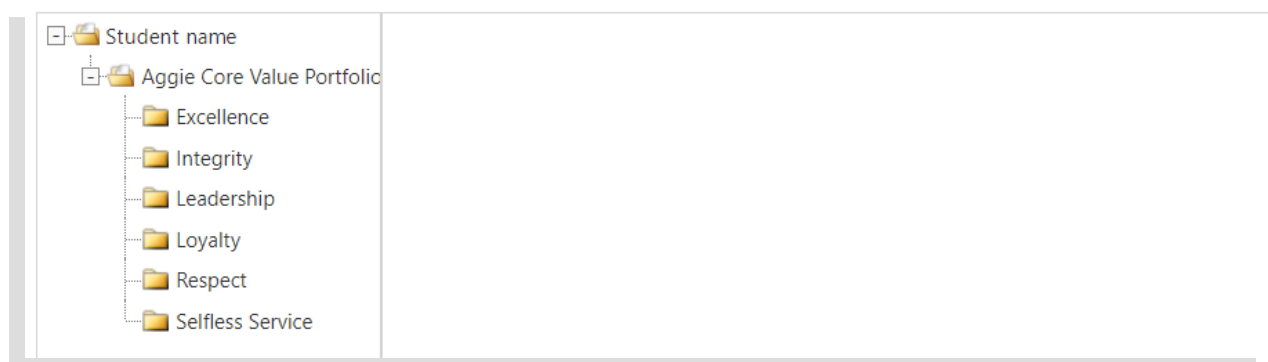
The file manager will importantly serve as your mechanism to upload supporting documents to your **Aggie Core Value Portfolio**, which is located in subfolders created for you.

In order to upload to your **Aggie Core Value Portfolio**, first select the folder of the core value to which you wish to upload, such that it is highlighted.

With the folder highlighted, you can now drag and drop documents into the "**Drop files here**" space.

To upload files, first select the folder to which you will upload your file to. The student name is the default folder but you can create subfolders by right clicking the parent folder and selecting "New Folder".
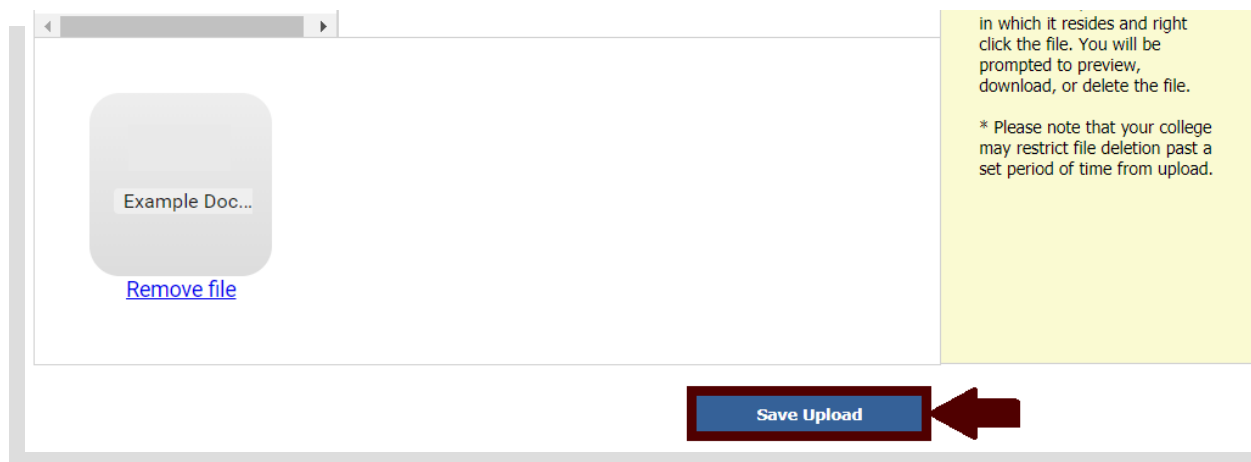
Once a folder has been selected, drag and drop your file into the "Drop files here" box or use the open file dialog by double clicking the cloud icon. Once the file has been uploaded click the "Save Upload" button to finalize the upload.

To view a file, select the folder in which it resides and right click the file. You will be prompted to preview, download, or delete the file.
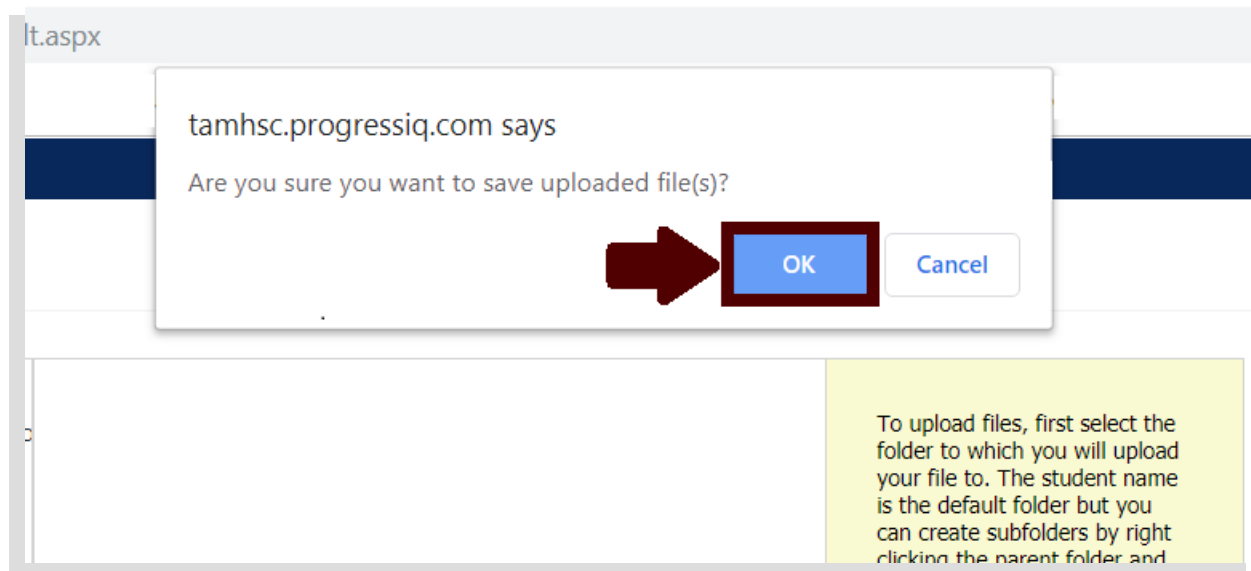
* Please note that your college may restrict file deletion past a set period of time from upload.

With the document now uploaded, click the "**Save Upload**" button to save the upload.

Example Doc...

Remove file

in which it resides and right click the file. You will be prompted to preview, download, or delete the file.

* Please note that your college may restrict file deletion past a set period of time from upload.
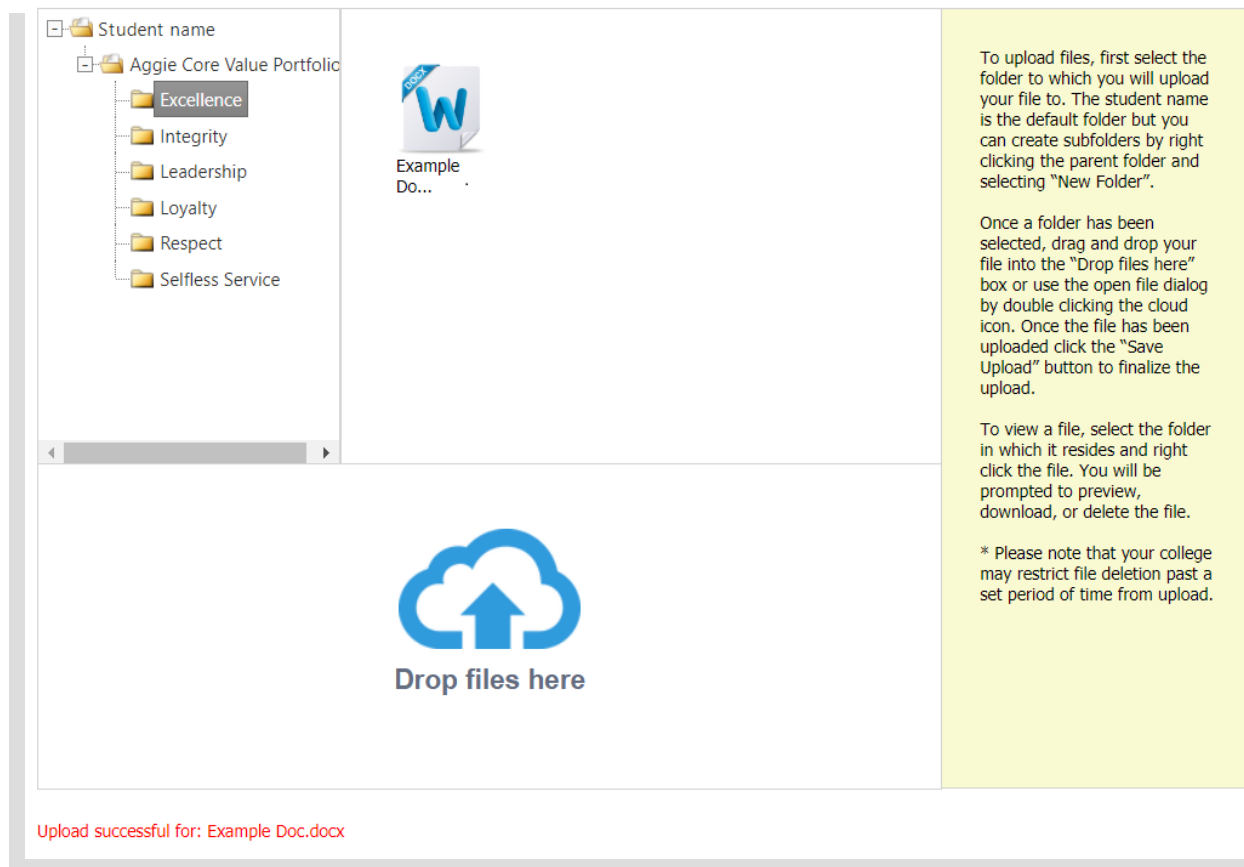
Save Upload

...and then "**OK**" to the prompt that pops up to confirm the save.

lt.aspx

tamhsc.progressiq.com says

Are you sure you want to save uploaded file(s)?

OK   Cancel

To upload files, first select the folder to which you will upload your file to. The student name is the default folder but you can create subfolders by right clicking the parent folder and

Upon successfully uploading to the folder, you will see red text at the bottom of the file manager pop-up screen confirming your document was uploaded. You will also see an **icon** of your document present whenever you click on the relevant folder.

To upload files, first select the folder to which you will upload your file to. The student name is the default folder but you can create subfolders by right clicking the parent folder and selecting "New Folder".

Once a folder has been selected, drag and drop your file into the "Drop files here" box or use the open file dialog by double clicking the cloud icon. Once the file has been uploaded click the "Save Upload" button to finalize the upload.
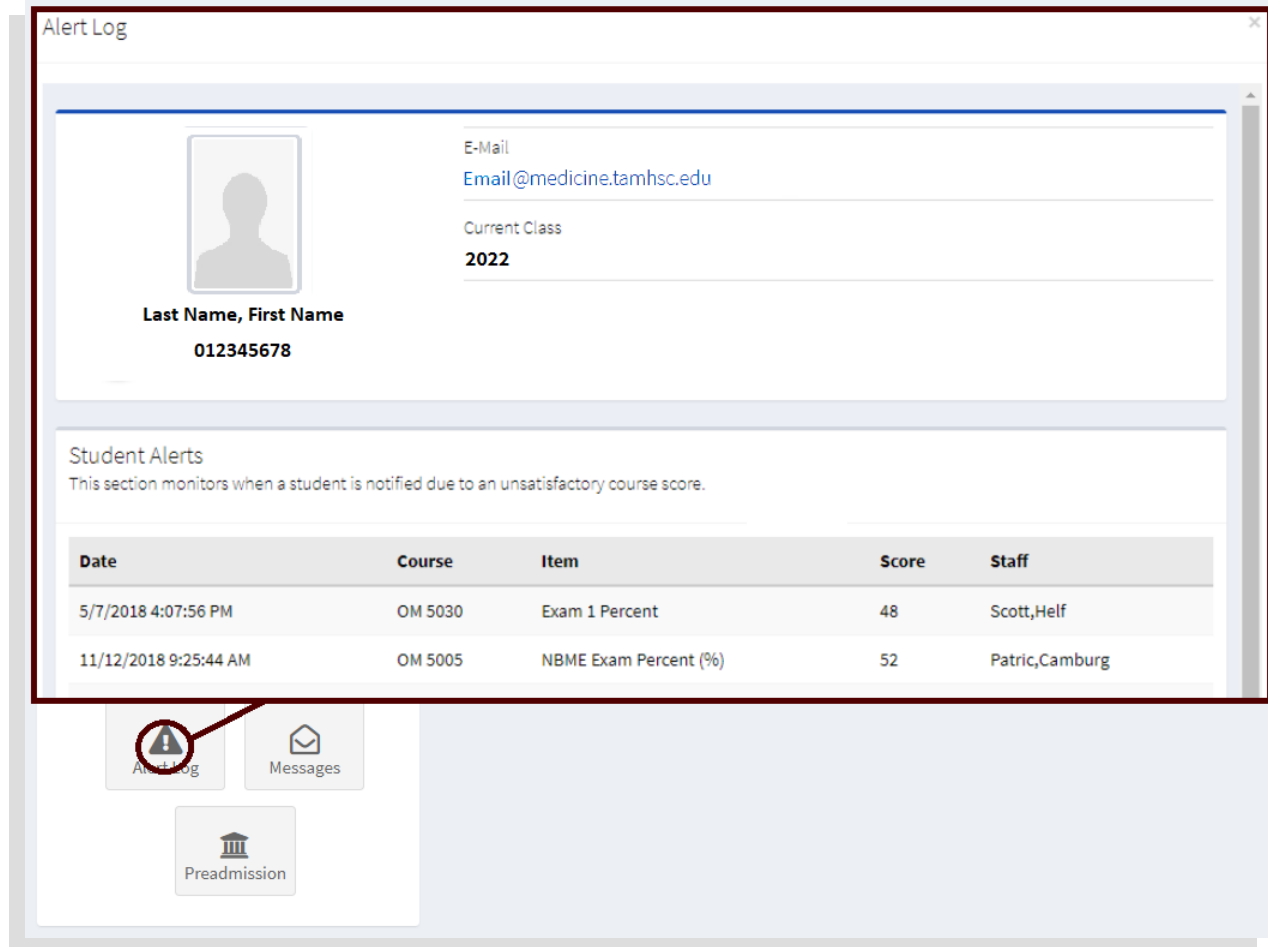
To view a file, select the folder in which it resides and right click the file. You will be prompted to preview, download, or delete the file.

* Please note that your college may restrict file deletion past a set period of time from upload.

Upload successful for: Example Doc.docx

Note: At this time, students may upload documents to the file manager, but are unable to delete documents. Keep this in mind when uploading documents. If you need a document to be deleted from you file manager, contact your **Progress IQ** administrator (see **pg. 20**).
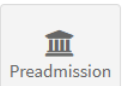
Alert Log

Clicking on "**Alert Log**" will open your alert log pop-up screen. Alerts can be sent by faculty or staff and are sent to advise of unsatisfactory performance as defined by the course's syllabus. Any alerts will appear in reverse chronological order with the most recent alerts listed first.

Messages
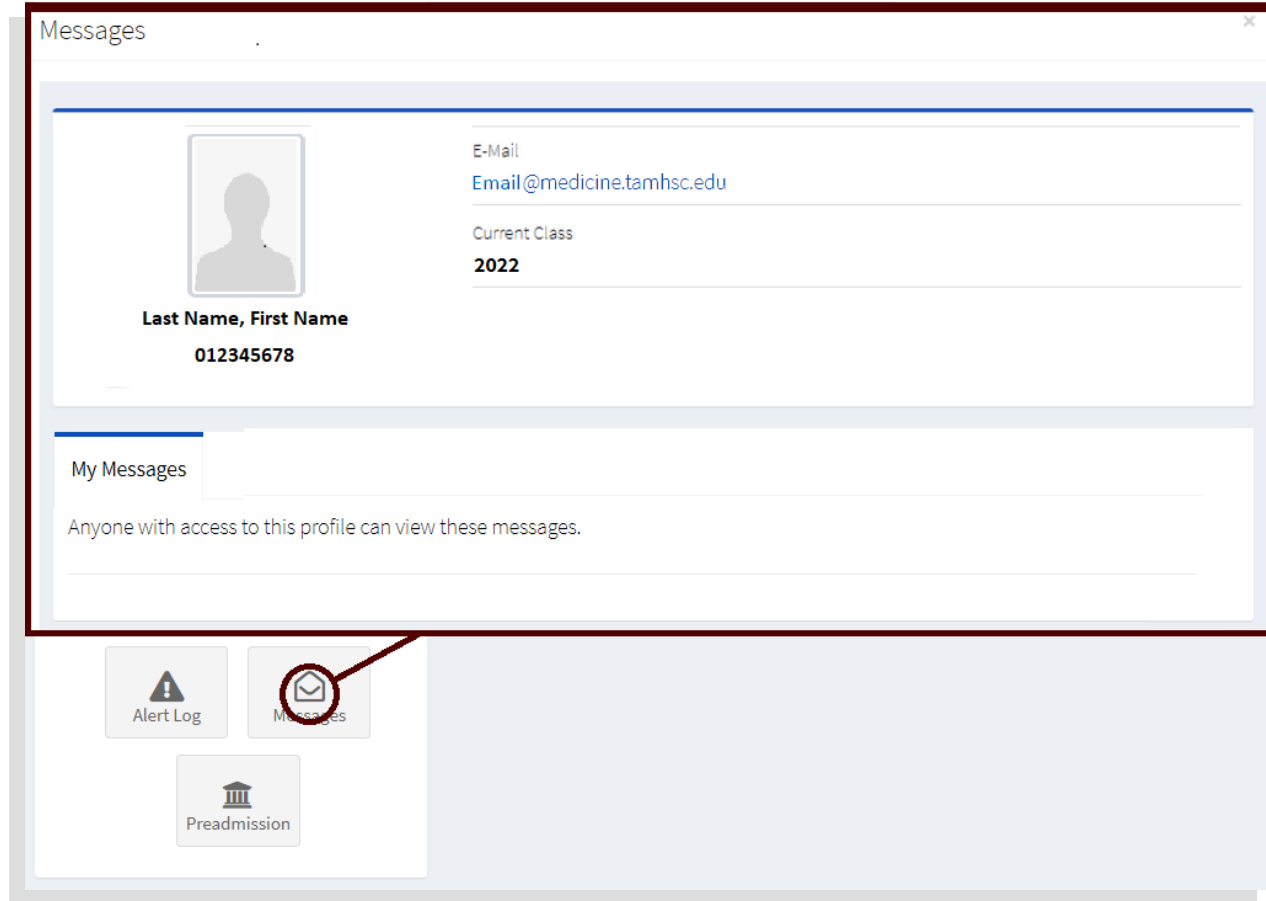
Clicking on "**Messages**" will open your messages pop-up screen, which faculty and staff can use to send messages to you.

When a message is sent to you through **Progress IQ**, an alert will be sent to your tamu email indicating there is a pending message in the system. Upon accessing the message in **Progress IQ**, a timestamp will record the date and time indicating your acknowledgment of the message. This feature can be used for tracking acknowledgment of changes in enrollment, reviewing committee proceedings, and other events. Anyone with access to the student snapshot can view all sent and received messages.

Notes

Clicking on "**Notes**" will open your notes pop-up screen. The default view displays the "**Public**" notes. The other tabs are "**Transcript**" and "**Registrar**" notes. You and any other user who has access to your student snapshot can view each of these kinds of notes.

Faculty and staff can record public notes to be attached to your account, while the transcript and registrar notes can be used to record changes in academic status, etc.

OSCE

Clicking on "**OSCE**" will open your OSCE pop-up screen. In addition to being located within your course scores within your semester bins (see **pg. 6**), you can also specifically view your OSCE scores here. Hover over the small ❶ icon to display a pop-up screen with any available comments.

National Exam

Clicking on "**National Exam**" will open your national exam pop-up screen. The default view displays the "**MCAT**" tab, where your MCAT scores on record are displayed. The other relevant tab is "**USMLE**", which will display your USMLE scores (e.g., Step 1) after you complete them and they are posted by the NBME.

Contact

If you have questions or need assistance, please contact your **Progress IQ** administrator, Jody Ping, at

jping@tamu.edu

In fact, you are actively encouraged to reach out if:

- You are having trouble logging in, uploading to your **Aggie Core Value Portfolio**, or other technical difficulties.
- You notice incorrect or out-of-date information displayed.